

<b>Multimedia Procedure</b>	<b>Title</b> Printed Material Delivery Verification		<b>Procedure Number</b> 171
			<b>Page</b> 1 <b>Of</b> 2
<b>Originating Branch</b> Publishing Services	<b>To Be Used By</b> Division	<b>Approved By</b> James Durham	<b>Date</b> June 2002

## Purpose

This system was developed to enable the Printing Specialist to verify the delivery of printed material at the three Area Distribution Centers (ADC's), and the ten Service Centers.

## Procedure

### Expected Quantity

The Printing Specialist will input the individual destination quantity ordered for the ADC's and Service Centers. This is completed at the time Publishing Services Data System (PSD) is updated, prior to the procurement of the printed material.

- From the Main Menu screen in PSD, Select "J" and the Requisition Number. ("Destination & Shipments" screen).
- Enter the Following:
  1. Tab cursor to the "F" column and enter either an "A" for Add or "D" for Delete.
  2. Cursor will now be in the Destination Field. Enter the "Office Code" from your distribution list.
  3. Tab cursor to "Expected Quantity" field. Input the Expected Quantity. Repeat Steps 1 through 3 for additional destinations.
  4. Press "ENTER"

### Actual Shipped

The Printing Specialist will gather shipping data and input the date the product shipped from the contractor and actual quantity (a total of 18 shipments can be entered for one office code). This itemized information will show a total summary in the "Shipping Destinations" screen.

- From the Main Menu screen in PSD, Select "M" and the Requisition Number. ("Destination & Shipments" screen)
- The cursor will be located in the "Destination" field. Enter in the "Office Code" to be updated. Press "ENTER".
- Tab cursor to the "F" column and enter either an "A" for Add or "D" for Delete.
- Cursor will be in "Ship No." column. Enter shipment number.
- Tab cursor to "Actual Shipped" field. Enter the actual quantity shipped from the contractor (may be multiple shipments per day).
- Tab cursor to "Date Shipped" field. Enter the date shipment left the contractor.
- Repeat the above steps for each Office Code.

**Received Quantity**

The receiving office will need to input, in PSD, the amount of printed material delivered. This closes the audit trail; receipt and acceptance.

- From the Main Menu screen in PSD, Select "J". ("Destination & Shipments" screen)
- Enter the Following:
  1. Tab cursor to the "F" column corresponding to the receiving offices' Office Code and enter a "U".
  2. Tab cursor to the "Received Quantity" field. Input the amount received.
  3. Press "ENTER"